

## EXHIBITION MANUAL

Full details of the scientific programme and local information are available in the 2<sup>nd</sup> Announcement which can be downloaded at <http://www.escp.eu.com/conference-and-events/escp-2019>

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## Key Contacts

<p><b>ESCP EXHIBITION CO-ORDINATION</b></p> <p><b>ESCP SECRETARIAT:</b> Integrity International Events Ltd. The Coach House, 7 St. Alban's Road Edinburgh EH9 2PA, UK</p> <p>Contact: <b>Carla Fitzpatrick</b> Direct: <b>+44 7985 289765</b> Office: <b>+44 131 624 6040</b> E-mail: <b>carla@integrity-events.com</b></p>	<p><b>VENUE DETAILS</b></p> <p><b>ADDRESS:</b> Austria Center Vienna Bruno Kreisky Platz 1 A-1220 Vienna AUSTRIA</p> <p><b>Venue notes:</b> The exhibition is located in Hall E and the Entrance Hall on level 0 (also known as Yellow level).</p> <p><b>All deliveries must be fully scheduled in advance.</b></p>
<p><b>SHIPPING/DELIVERY/LIFTING/STORAGE</b></p> <p>Merkur Expo Logistics GmbH Rheinstrasse 2 D-65760 Eschborn Germany</p> <p>Contact: <b>Bernd Blum</b> Direct: <b>+49 6173 966 95 11</b> Office: <b>+49 6173 966 950</b> Cell: <b>+49 175 5880 291</b> Fax: <b>+49 6173 966 9529</b> E-mail: <b>bernd.blum@merkur-expo.com</b> Web: <b>www.merkur-expo.com</b></p> <p><b>Merkur Expo Logistics have been appointed by ESCP</b> to manage the shipping of all exhibition materials to the event and to handle all lifting during build up and breakdown.</p>	<p><b>ACCOMMODATION</b></p> <p>The ESCP Secretariat is handling all accommodation requests and has negotiated a discounted rate at all of the official hotels.</p> <p>Contact: <b>ESCP Secretariat</b> Office: <b>+44 131 624 6040</b> E-mail: <b>andrew@integrity-events.com</b></p> <p><b>LOCAL EXHIBITION SERVICES PROVIDER</b></p> <p><b>STANDout</b> Expoxx Messebau GmbH Messeplatz 1, A-1020 Vienna, Austria</p> <p>Contact: <b>Karin Beuchert</b> Office: <b>+43-1-72720-6225</b> Mobile: <b>+43-676-82326225</b> E-mail: <a href="mailto:karin.beuchert@STANDout.eu">karin.beuchert@STANDout.eu</a> Web: <a href="http://www.STANDout.eu">www.STANDout.eu</a></p> <p>Furniture requirements (including flooring), graphics, stand decoration, stand cleaning and electricity should be ordered via STANDout,. Please register at their webshop to order.</p> <p><b>Please note it take can up 24 hours to confirm a new account; this is required before orders can be processed.</b></p>

<p><b>AUDIO VISUAL, I.T. AND INTERNET SERVICES</b> <b>H82 medientechnik GmbH</b> Tech Gate Vienna Donau-City-Strasse 1 1220 Vienna, Austria</p> <p>Contact: <b>Johann Weck</b> Office: Tel +43 (0)1 494 15 44 E-mail: <a href="mailto:j.weck@h82.at">j.weck@h82.at</a> Web: <a href="http://www.h82.eu">http://www.h82.eu</a></p> <p><b>The form can be downloaded from:</b> <a href="http://www.escp.eu.com/conference-and-events/escp-2019">http://www.escp.eu.com/conference-and-events/escp-2019</a></p>	<p><b>CATERING SERVICES</b> <b>Motto Catering GmbH</b> Bruno-Kreisky-Platz 1, 1220 Vienna, Austria</p> <p>Contact: Philip Ulamec +43 1 585 23 03 – 20 +43 664 88226376 E-mail: <a href="mailto:p.ulamec@mottogroup.at">p.ulamec@mottogroup.at</a> Web: <a href="http://www.motto-catering.at">www.motto-catering.at</a></p> <p><b>Orders can be made using Motto's web shop.</b> <a href="https://shop.motto-catering.at">https://shop.motto-catering.at</a></p>
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## Forms & Deadline Dates

**IMPORTANT:** Unless otherwise specified in the manual, forms can be downloaded at [www.escp.eu.com/conference-and-events/escp-2019/exhibition-and-sponsorship](http://www.escp.eu.com/conference-and-events/escp-2019/exhibition-and-sponsorship)

Description	Deadline Date	Return to
Satellite Symposia & Small Hall Programmes for approval	Friday 21 June	ESCP
Accommodation	Priority booking ends April Final booking date Friday 28 June	ESCP
Banner and Suspension Point Requests	17 July 2019	Standout
Final Programme & Website Entry <u>form</u>	Friday 2 August	ESCP
Stand design plans / drawings (space only)	Friday 9 August	ESCP
Stand risk assessment (space only)		
Additional shell scheme fittings order – web shop	Friday 21 August	STANDout
Furniture & fittings order - webshop		
Cleaning exhibition stand - web shop		
Electricals orders (+ drawing) - webshop		
Scanner order form	21 August	ESCP
Exhibitor Badge order form and Contractor Badge requests	Friday 30 August (early registration 21 June for additional badges)	ESCP
AV /I.T. / Internet requests <u>form</u>	11 September	H82
Catering requests – web shop	Wednesday 11 September	Motto
Freight and loading order <u>form</u>	Thursday 12 September	Merkur
Shipping of exhibition materials to Merkur	Wednesday 18 September	Merkur
Domestic shipments/direct deliveries	Tuesday 24 September	Merkur/ACV

## Timetable/Programme Overview

Access to the exhibition hall is via the loading bay and build up/breakdown will be tightly scheduled. The programme is subject to change and we suggest reviewing the ESCP website for further updates.

Day	Time	Activity
Tuesday 24 Sept	06:00 - 21:00	Access/unloading for <u>space only stands</u> – <i>pre-confirmed scheduled timings</i>
	14:00 – 21:00	Access unloading for <u>shell scheme stands</u> – <i>pre-confirmed scheduled timings</i>
	09:30 – 17:30	Pre-congress courses – refer to 2 <sup>nd</sup> announcement for programme details
Wednesday 25 Sept	07:00 - 11:00	Build-up continues
	09:00 – 12:30	Sessions in progress – refer to 2 <sup>nd</sup> announcement for programme details
	11:10 – 11:15	Official Opening Ceremony
	11:30 - 12:30	Final check and clean of exhibition area, HEALTH AND SAFETY FINAL CHECK
	12:30 - 13:30	Exhibition opens to delegates (light lunch will be available)
	13:30 - 15:00	Sessions in progress – refer to 2 <sup>nd</sup> announcement for programme details
	15:00 – 15:25	Coffee break – stands should be staffed
	15:25 - 18:30	Sessions continue
	18:30 – 19:30	Welcome drinks reception (in exhibition) – stands should be staffed No company sponsored evening activities until after 19:30
Thursday 26 Sept	08:00	Exhibition area open to delegates – stands accessible
	08:00 - 10:10	Sessions in progress – refer to 2 <sup>nd</sup> announcement for programme details
	10:10 - 11:25	Long coffee break – stands should be staffed
	11:25 – 12:55	Sessions continue
	12:45 - 14:00	Lunch break – stands should be staffed
	14:00 - 16:25	Sessions continue
	16:25 - 17:05	Long coffee break – stands should be staffed
	17:05 - 18:40	Sessions continue
	19:30	ESCP Party (venue TBC)
Friday 27 Sept	07:45	Exhibition area open to delegates – stands accessible
	08:00 – 09:15	Sessions in progress – refer to 2 <sup>nd</sup> announcement for programme details
	09:15 – 09:45	Early coffee break – stands should be staffed
	09:45 – 11:35	Sessions continue
	11:30 – 12:30	Brunch – stands should be staffed
	12:30 – 14:40	Sessions continue (13:30 Exhibition area closed to delegates)
	13:30	<b>Exhibition breakdown commences – re-loading schedule applies</b>
	21:00	<b>Building clear</b>

## Venue

Austria Centre Vienna (AVC)  
Bruno-Kreisky-Platz 1  
1220 Vienna, Austria  
Tel: + 43 1 260 69 0  
<https://www.acv.at>

You can access a virtual tour of the Austria Centre by using this link:  
<http://virtualtour.acv.at/tour/?lang=DE&bgpano=1>

## Exhibition Location

The exhibition takes place in Hall E to the back, left of the main Entrance Hall (Level 0/Yellow level) at the Austria Centre Vienna (ACV), some stands are located outside Hall E in the Entrance Hall (see Stand Details and Floor plan) . The exhibition hall and entrance hall are the focal points for delegate breaks and lunch arrangements, the Small Hall is also located in Hall E. The exhibitor registration desk is located near to Hall E.

Hall E is on Level 0/Yellow level, the same level as the Main Entrance South. Access to the exhibition hall for unloading (on street level) is controlled by strict timetabling; please refer to the information in this manual.

## Delivery/Shipping of Materials

**Arrival Deadline Date**  
**Wednesday 18 September 2019**

Merkur Expo Logistics GmbH is the official Forwarding and Storage Agent appointed by ESCP for the event.

### We strongly advise that you ship your stand items with Merkur Expo

**Please contact:** Bernd Blum  
Tel: +49 6173 966 95 11  
Cell: +49 175 5880 291  
E-mail: [bernd.blum@merkur-expo.com](mailto:bernd.blum@merkur-expo.com)

The Delivery/Shipment of Exhibition Stand Materials form is available for download from the ESCP website; [www.escp.eu.com](http://www.escp.eu.com). Merkur's freight prices include delivery to your stand and will have priority access to the loading bay and exhibition area. Your delivery should be sent to:

<p><b>EUROPEAN ROAD FREIGHT</b> Arrival Deadline: <b>Wednesday 18 September</b></p> <p><b>Delivery address:</b> Merkur Expo Logistics GmbH c/o Schmidt Peterslahr Auf dem H6hchen 2 56587 Oberhonnefeld GERMANY</p>	<p><b>NON-EUROPEAN FREIGHT/AIRFREIGHT</b> Arrival deadline: <b>Wednesday 18 September</b></p> <p><b>Air Way Bill address:</b> Merkur Expo Logistics GmbH Bernd Blum Tel: +49 6173 966 95 11 <b>Airport of Destination:</b> Frankfurt (FRA), <b>DO NOT</b> ship to any other airport The following documents are required for Non-European freight only: proforma invoice; optional Carnet ATA for temporary imports</p>
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**IMPORTANT:** all work undertaken is subject to the German Forwarding Terms and Conditions (ADSP). A copy is available on request. Transport insurance will only be provided by special request.

**IMPORTANT:** if this freight deadline is too early, please contact Merkur directly to check if a later date can be organised.

## Domestic Shipments/Direct Deliveries

**Deadline Date:  
Tuesday 24 September**

**If you are sending packages directly to the Austria Center, please email Bernd Blum or Carla Fitzpatrick so that they are prepared in advance for the delivery.**

**IMPORTANT:** direct deliveries will not be accepted at the Austria Center before **Tuesday 24 September**. Austria Center staff are not permitted to take or sign for any shipments for exhibitors. All deliveries must be addressed as below or a representative from your exhibit team will need to be onsite to sign for the delivery.

If you wish to send your stand and marketing materials directly, please use the shipping label which is available for download on the ESCP website (an example of the label is shown below).

## Labelling of Exhibitor Delivery/Shipment

**All stand materials that are being shipped directly to the Austria Center must bear the duly completed label featured below:**

Enter your company details on the label (see sample below) and tape it onto the top of each box you are sending. The label template is also available for download on the ESCP website.

The Austria Center cannot be held responsible for any loss or damage to packages if these conditions (delivery deadline and labelling) are not met.

# Exhibition Goods

Exhibitor \_\_\_\_\_

**Consignee: Merkur Expo Logistics GmbH  
C/O ESCP 2019  
IML Messe Logistik GmbH  
Austria Center Vienna  
Bruno-Kreisky-Platz 1,  
A - 1220 Wien**

No of Pieces \_\_\_\_\_ of \_\_\_\_\_

### Non-EU exhibitors only:

Do **not** ship pharmaceutical products, food or drinks without prior confirmation from Merkur.

## Exhibitor Stand Contractor Truck Unloading/Loading

### HOW TO REACH THE ACV

All deliveries and unloading requirements must be scheduled with Merkur, even if you are not using Merkur to unload your goods.

No deliveries are permitted to the main entrance; all deliveries are to Loading Door 4 (max height is 4 m). If you are not using Merkur's freight services, please email [bernd.blum@merkur-expo.com](mailto:bernd.blum@merkur-expo.com) to schedule an unloading time. An allocated loading time will be sent to you.

**IF YOU DO NOT RECEIVE AN ALLOCATED LOADING TIME FROM MERKUR, THIS COULD RESULT IN SIGNIFICANT DELAYS OF MATERIALS TO YOUR STAND.**

### **IMPORTANT: WEEKEND TRAFFIC RESTRICTIONS**

Under Austrian Law, trucks with a total weight of 7.5 tons or more are not allowed to drive between the hours of 15:00 – Midnight on Saturdays and Midnight – 22:00 on Sundays without a special permit. If you wish to use a truck over 7.5 tons during the prohibited hours, it is imperative that you apply for permission from the Austrian Authorities.

## Loading Specifications including Good Lifts

All deliveries must be made through Loading Door 4, max height is 4m. The loading bay is at street level, access is at the rear of the building. A goods lift is available to the main entrance and exhibition level (Level 0/Yellow level).

### **Lift cage dimensions are as follows:**

Length 580cm x 300cm wide x 300 cm wide  
Gate 290 cm wide

To arrange access to the lift, please contact Bernd Blum [bernd.blum@merkur-expo.com](mailto:bernd.blum@merkur-expo.com)

### **ACCESS DOORS:**

2.15 m – 3.50 m

### **FLOOR LOAD TOLERANCES:**

Parquet floor with permitted loading of max 500kg/sqm

### **LIFTING**

If you are not using Merkur to ship your company's freight, but you require lifting of heavy materials from your vehicle to your stand, this must be arranged with Merkur. This service can be ordered on the ESCP Freight and Loading Order Form. This must be done **before** going onsite. Forklifts are available to hire and must be pre-ordered please contact Bernd Blum [bernd.blum@merkur-expo.com](mailto:bernd.blum@merkur-expo.com)

## Parking

The Austrian Center provides covered, secured parking for delegates. There are approximately 1,000 parking spaces. Parking fees can be found using this link: <https://www.acv.at/teilnehmen/anreise-und-verkehr/travelling-by-car.html>. The car park has a height limit of 2 m, for parking of any taller vehicles, please contact Bernd Blum [bernd.blum@merkur-expo.com](mailto:bernd.blum@merkur-expo.com)

## Storage

On-site storage of any kind of empty packaging is prohibited. You must arrange for storage facilities outside of the exhibition hall.

Storage facilities will be made available for all empty boxes and stand materials throughout the congress. Please contact Bernd Blum [bernd.blum@merkur-expo.com](mailto:bernd.blum@merkur-expo.com).

## Stand Design Plans & Risk Assessments (space only)

**Deadline Date**  
**Friday 9 August**

All “space only” exhibitors are required to submit stand drawings and a risk assessment to ESCP by the deadline date **Friday 9 August 2019**. Please contact Carla Fitzpatrick [carla@integrity-events.com](mailto:carla@integrity-events.com) if you require advice regarding your risk assessment or wish us to send you an example of what is required.

## Stand Details

For practical reasons, and to ensure a consistent and professional appearance, **stands measuring from 4m<sup>2</sup> – 9m<sup>2</sup> are sold as shell scheme stands.**

### STAND HEIGHTS AND CEILING HEIGHTS

**IMPORTANT:** Both Hall E and the Entrance Hall have varying ceiling heights. Please check the floor plan carefully for the correct ceiling height for your exhibit’s location. For space only stands, the maximum height is 4m if your stand space permits this height.

### STAND HEIGHTS

**IMPORTANT:** If the platform height for your stand is higher than 2cm from the floor, please ensure ramp access is fitted.

### SHELL SCHEME INCLUSIONS

The price for shell scheme is **€ 80.00 per m<sup>2</sup>** (inc tax). This package includes:

- 2.5m high painted aluminium structure
- Melamine-coated infill partition (please refer to the chart overleaf for the number of partitions on each stand).
- White fascia sign board with blue lettering (25 characters max.)
- 1 spotlight (on lighting rail) per 3m<sup>2</sup> stand
- 2.2kw power supply with one triple socket
- Royal blue carpet
- Pre-inauguration stand cleaning (additional cleaning will incur an additional cost).



Stand number	Stand Size	Square Meters	Notes
19, 23, 28	2m x 2m	4m <sup>2</sup>	Shell scheme (open on 1 side)
09, 20, 27, 44	2m x 2m	4m <sup>2</sup>	Shell scheme (open on 2 sides)
61	6m x 1m	6m <sup>2</sup>	Space only
11, 22, 29, 40, 45,	3m x 2m	6m <sup>2</sup>	Shell scheme (open on 1 side)
10, 18, 21, 26, 30, 39, 62,	3m x 2m	6m <sup>2</sup>	Shell scheme (open on 2 sides)
25	4m x 2m	8m <sup>2</sup>	Shell scheme (open on 1 side)
41, 46	4m x 2m	8m <sup>2</sup>	Shell scheme (open on 2 sides)
31	4m x 2m	8m <sup>2</sup>	Shell scheme (open on 3 sides)
15, 50, 51, 52, 53	3m x 3m	9m <sup>2</sup>	Shell scheme (open on 2 sides)
42, 43,	3m x 3m	9m <sup>2</sup>	Shell scheme (open on 3 sides)
38	5m x 2m	10m <sup>2</sup>	Space only (1 wall to be built)
13	5m x 2m	10m <sup>2</sup>	Space only (3 walls to be built)
01, 02	4m x 6m	24m <sup>2</sup>	Space only (island site)
58	4m x 3m	12m <sup>2</sup>	Space only (1 wall to be built)
14, 32, 34	4m x 3m	12m <sup>2</sup>	Space only (2 walls to be built)
16	5m x 3m	15m <sup>2</sup>	Space only (2 walls to be built)
08	8m x 2m	16m <sup>2</sup>	Space only (2 walls to be built)
33	6m x 3m	18m <sup>2</sup>	Space only (3 walls to be built)
59	6m x 3m	18m <sup>2</sup>	Space only (1 wall to be built)
35	6m x 4m	24m <sup>2</sup>	Space only (3 walls to be built)
36, 48, 49	6m x 4m	24m <sup>2</sup>	Space only (2 walls to be built)
57	9.33m x 3m	28m <sup>2</sup>	Space only (island site)
03	6m x 5m	30m <sup>2</sup>	Space only (island site)
37,	6m x 5m	30m <sup>2</sup>	Space only (2 walls to be built)
04, 54	6m x 6m	36m <sup>2</sup>	Space only (island site)

05	10m x 6m	60m <sup>2</sup>	Space only (island site)
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## Floor Plan

A draft version of the floor plan will be in use until all stands are finalised. The final floor plan will be sent to you approximately two weeks prior to the meeting. If you have any queries, please contact **Carla Fitzpatrick** [carla@integrity-events.com](mailto:carla@integrity-events.com). ESCP reserves the right to make any floor plan changes necessary for safe and practical requirements prior to the event and will notify affected exhibitors accordingly in the unlikely event that this arises.

**IMPORTANT:** stand numbers may change prior to going onsite. If you are printing marketing materials with your stand number included, please check with **Carla Fitzpatrick** before doing so.

## Exhibition Opening Hours

The exhibition hall will be open to delegates from 07:30 on Thursday, 26 September and Friday 27 September. **Exhibitors are not required to be at their stands until the mid-morning coffee break on these days.** However please be aware that delegates may be in the exhibition hall and therefore you may wish to staff your stands earlier.

<b>Wednesday 25 September</b>	<b>12:30 – 19:30 (Welcome Reception 18:30 -19:30)</b>
<b>Thursday 26 September</b>	<b>07:30 – 18:30</b>
<b>Friday 27 September</b>	<b>07:30 – 13:00</b>

We request that your stand is staffed during all scheduled breaks). No dismantling of stands is allowed **prior to 13:30 on Friday 27 September**. Breakdown will continue throughout Friday evening until 21:00 latest.

**Austria Center official opening hours:** please note that ESCP has arranged the above specified times with the Austria Center and is charged accordingly. Access outside of ESCP's stipulated hours will not be possible and we kindly request exhibitors to work strictly to the times allocated for build-up and breakdown.

## Build-Up and Breakdown

### BUILD-UP AND BREAKDOWN TIME-TABLE

Access to the exhibition hall for build-up and breakdown is strictly at the following times:

	<i>Space only exhibitors</i>	<i>Shell scheme exhibitors</i>
<b>Tuesday</b>	06:00 – 21:00	14:00 – 21:00
<b>Wednesday</b>	07:00 – 11:00	07:00 – 11:00
<b>Thursday</b>	-----	-----
<b>Friday</b>	13:30 – 21:00	13:30– 18:00

**IMPORTANT:** build up must be completed by **11:00** on Wednesday morning (one hour before the exhibition is due to open to the delegates).

All unwanted materials and rubbish must be disposed of and not left in the exhibition walkways or behind stands. A health and safety inspection will be carried out at 11:00 on Wednesday morning, prior to opening.

- Breakdown commences at 13.30 on Friday 27 September. **PLEASE DO NOT REMOVE EXHIBITS BEFORE THIS TIME**
- Merkur will return pallets to stands at the start of breakdown
- Merkur will prioritise access to the loading bay for removal of exhibits for companies who have hired their services
- Breakdown must be completed by 21:00
- Any exhibition materials remaining after 21:00 will be disposed of and the cost of removal will be passed to the exhibitor

Any exhibitors making their own arrangements for courier collections must do so independently of ESCP; ESCP is not responsible for arrangement of collection after exhibitors have left.

Please inform the ESCP Secretariat if you are **NOT** going to use Merkur's services.

**Deadline Date:  
17 July, 2019**

## Banners & Suspension Points

To order hanging points, please contact Martin Ortner from STANDout – martin.ortner@STANDout.eu. Each suspension request will need prior approval from the Austria Center Vienna. Only lightweight suspensions will be considered i.e. those not requiring chain hoists. If your stand is in the Entrance Hall i.e. outside Hall E, suspension points are not possible. Please submit your hanging point request to Martin by 17 July at the latest.

## Furniture Orders

**Deadline Date:  
21 August, 2019 - 25% surcharge for  
orders after this date**

ESCP's official exhibition partner is STANDout. All stand orders for items such as furniture, additional electrical fittings, graphics and stand fittings must be made directly with STANDout.

STANDout operate a web shop: <https://expoxx.at/en/shop/account/login>.

The procedure is as follows:

- Create an account on the webshop and will receive an email from StandOut after approximately 24 hrs once your account has been activated.
- When logging in, please ensure you select the correct event.
- After ordering you will receive an order confirmation from STANDout, which you need to reconfirm by returning it with your signature.
- Once STANDout receives the signed order confirmation, they will release the invoice which needs to be paid before setup and within 2 weeks.

## Electrical Connections

**Deadline Date:**  
**21 August, 2019 -25% surcharge for orders  
after this date**

All power connections/supply must be ordered directly from STANDout.

**Shell scheme:** 2.2kw power supply with one triple socket is supplied within the cost of your stand. Additional connections and power must be pre-ordered using STANDout's web shop:

<https://expoxx.at/en/shop/account/login>.

**Space only:** all electrical connections must be pre-ordered using the STANDout web shop.

<https://expoxx.at/en/shop/account/login>.

Please also provide a sketch indicating where you would like the power main connection in your booth.

## Audio Visual & I.T. Equipment

**Deadline Date:**  
**11 September 2019**

H82 is the approved supplier for AV and computer equipment for the Austria Center. If you require any additional audio visual or I.T. equipment please order directly H82, using the form provided on ESCP website.

## Internet

**Deadline Date:**  
**11 September 2019**

Wi-Fi will be available to all exhibitors. The Wi-Fi is on a shared network, therefore connection speeds may vary. In accordance with the Austria Center's terms and conditions, and to prevent interference with the venue's Wi-Fi network, installation of individual Wi-Fi routers on stands is not permitted. A direct internet connection may be purchased via H82 using the form provided on the ESCP website.

## Scanners/Lead Retrieval

**Deadline Date:**  
**21 August 2019**

If you wish to hire a scanner, please complete the form on the internet and return to ESCP by 21 August.

## Carpet/Flooring/Walls

### FLOOR AND CARPET

Hall E has a wood floor and the entrance hall is marble; please refer to the floor plan for the flooring in your stand location. When laying carpet/mats only, easy to remove double-sided adhesive tape which does not leave any residue is permitted. The Austria Center reserves the right to charge exhibitors for any damage caused.

- **Shell scheme:** Royal blue carpet will be provided as part of the shell scheme package.

### WALLS

Double-sided adhesive tape may be used on the shell scheme walls and must be removed at the end of the conference without damaging the walls. Exhibitors will be charged for any damages made to the shell scheme. ESCP will not accept responsibility for any damage caused by an exhibitor or contractor.

## Stand Cleaning

**Deadline Date:**  
**21 August, 2019 - 25% surcharge for orders after this date**

The exhibition aisles will be cleaned overnight on Tuesday 24 September and before the exhibition opens on Wednesday. The aisles and communal areas of the exhibition will be cleaned overnight on Wednesday 25 September and Thursday 26 September.

- Shell scheme stands: Pre-inauguration stand cleaning is included in the cost of your stand. Additional cleaning can be arranged.
- Space only stands shall be responsible for organising their own stand cleaning.

If you required specific cleaning of equipment or exhibition spaces, please order through the STANDout webshop.

## Catering

**Deadline Date**  
**Wednesday 11 September**

Exhibitors are not permitted to bring in any food or drinks from outside the conference center. Exhibition staff will receive food and beverages during build-up, and conference coffee and lunch breaks, as part of your exhibitor badge entitlements. Motto Catering is the official caterer for the Austria Center and if you would like to serve food or non-alcoholic drinks from your exhibition stand to the delegates, you can order your requirements using Motto's web shop <https://shop.motto-catering.at>, please click on the ESCP link to view menus and prices. The link will be live from Friday 8 March.

## Badges & Entry

**Deadline Date**  
**Friday 30 August**  
**Early Registration: 21 June**

### EXHIBITOR & DELEGATE BADGES

All companies exhibiting at the conference will receive a number of exhibitor badges and (at least) one delegate registration, depending on the size of your stand and/or your sponsorship package. Please refer to your Sponsor & Exhibitor Agreement for your exact entitlement.

Complimentary entitlements are as follows:

	Delegate Registrations	Exhibitor Badges
<b>Diamond sponsors</b>	<b>5</b>	<b>14</b>
<b>Sapphire Sponsors</b>	<b>2</b>	<b>7</b>
<b>Exhibitors</b>	<b>1</b>	<b>1 per 3m<sup>2</sup></b>
<b>Badge Inclusions</b>		
<b>Build-up refreshments</b>		✓
<b>Coffee breaks</b>	✓	✓
<b>Light lunch (Wednesday)</b>	✓	✓
<b>Welcome drinks (Wednesday evening)</b>	✓	✓
<b>Buffet lunches (Thursday &amp; Friday)</b>	✓	✓
<b>Scientific sessions</b>	✓	-----

## BADGES

Please refer to the badge allocation over leaf for your included badges (Exhibitor and Delegate Registrations, please note Exhibitor Badges do not allow access to Scientific Sessions).

The Exhibitor and Delegate Badge Order Form is available for download at <http://www.escp.eu.com/conference-and-events/escp-2019>. On the Exhibitor and Delegate Badge Order Form, please clearly provide the requested information, and indicate *DELEGATE* in the *EXHIBITOR/DELEGATE* column. Delegate badges can only be used by your company staff members.

## TO ORDER ADDITIONAL EXHIBITOR BADGES (no access to Scientific Sessions)

Additional exhibitor badges can be purchased at a cost of €220 per person, which will be invoiced separately and must be paid in full before build-up commences. Please email your completed form to [carla@integrity-events.com](mailto:carla@integrity-events.com) to order additional badges.

## TO ORDER ADDITIONAL DELEGATE REGISTRATIONS

- Badges may be ordered through the [ESCP registration system](#)
- Complete delegate details (and select any additional purchases such as dinner)
- At payment stage, please select payment by credit card

## COLLECTION OF ALL BADGES (EXHIBITOR AND DELEGATE)

All badges can be collected via the main check in area. Each badge holder will receive an email on Monday 23 September with a barcode that they can scan at any terminal to print their badge. Alternatively, badge holders simply need to enter the email address they have been registered with to print (hence why it is pivotal that all your badge holders are aware of which email address they have been registered under)

**IMPORTANT:** any unpaid registrations after **Friday 20 September** will be cancelled and delegates will have to re-register and pay on site.

## COMPLIMENTARY CONTRACTOR BADGES

These will be required for all contractors working during build up from **Tuesday 24 - Wednesday 25 September**.

Please confirm the number of contractor badges you require and send names by email to [carla@integrity-events.com](mailto:carla@integrity-events.com) (no order form required) and arrange for contractors to collect them from the exhibitor registration desk at the Austria Center.

In order to comply with Health and Safety regulations, and to prevent delegates coming into the build-up area, no one will be allowed into the hall without a contractor or exhibitor badge during build-up. Badges must be worn at all times.

**Please note:** contractor badges will not be valid once the Conference commences.

**Deadline: Priority booking by April  
Cut-off Friday 28 June**

## Accommodation

The ESCP Secretariat is handling all accommodation requests and has agreed a discounted rate at all of the official hotels. Exhibitors' bookings will be prioritised with an opportunity to send your requests to the Secretariat prior to the opening of online registrations in April 2019. To book accommodation, please contact the Secretariat: Email: [info@escp.eu.com](mailto:info@escp.eu.com) - telephone: +44 131 624 6040.

If you want to stay in a hotel within walking distance of the congress centre, **DO BOOK YOUR HOTEL EARLY!** Details & hotel listings are available on the ESCP website: [www.escp.eu.com/escp-2019](http://www.escp.eu.com/escp-2019).

## Delegate Bag Inserts

As part of ESCP's Less Paper Policy, the ESCP committee will NOT provide delegate bags at this year's conference. **DO NOT SEND ANY DELEGATES BAG INSERTS.**

## Insurance, First Aid & Security

### INSURANCE

- Exhibitors are expected to arrange insurance cover against theft and/or bodily injury and property damage.
- ESCP cannot accept any responsibility for loss of valuables left unattended. Exhibitors are also required to contact the Organisers and notify the venue management concerning material which is of specific value.

### FIRST AID

Medical services will be available during build up and breakdown and throughout the conference.

### SECURITY

No provision is made for surveillance services at the Austria Center. It is the responsibility of each exhibitor to ensure that stands are staffed during opening hours and that, when un-staffed, any valuable items are locked away.

## ESCP Website & Final Programme Entries

**Deadline Date  
Friday 9 August**

Once a company has signed the Sponsor & Exhibitor Agreement, they are entitled to a short 25 word description and company logo uploaded onto the ESCP website. Closer to the conference, exhibiting companies will also have their company details uploaded to the Conference App and printed in the Final Programme.

The Conference App and Final Programme will not only have the description and logo, but also include the stand number and the company's contact details.

Please complete the Final Programme & Website Entry form and email it to Carla before **Friday 9 August**.

## ESCP Party Night: Thursday 26 September

Following the success of the beach party in Nice, we continue this more informal approach and will be creating a fun evening in central Vienna – and Exhibitors are welcome! The venue has yet to be confirmed. To purchase a ticket please contact Carla. Full details will be available from April.

We would ask that companies refrain from arranging social events until after the Opening Ceremony – 19:30 on Wednesday 27 September and do not conflict with ESCP Party night on Thursday 26 September.

## Transport

Please refer to the 2<sup>nd</sup> announcement for details of getting to and from the ACV and around Vienna.